

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD						3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. C.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.		13. Competitive Level Code	
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)						11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		14. Agency Use NAF		17. Name of Employee (if vacant, specify)	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Supervisory Librarian				NF		1410		04		SN 12-31-01	
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment						c. Third Subdivision							
a. First Subdivision						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature						Signature							
Date						Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier						OPM PCS Librarian Series GS-1410 TS-130, Aug 94							
Signature						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Date						Date							
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks													
25. Description of Major Duties and Responsibilities (See Attached)													

NONAPPROPRIATED FUND POSITION DESCRIPTION**JOB TITLE:** Supervisory Librarian**POSITION NUMBER:** 010157 (02-70171)**JOB SERIES:** 1410 **PAY LEVEL:** NF-04**SUMMARY OF DUTIES:**

Directs overall library operation providing mission, education, and quality of life support to base personnel, their families, and retirees. Responsible for the full scope of library functions to include library administration, personnel management, circulation services, reference/research services, technical services, and technological development and support. Is responsible for the library facility; i.e., maintenance and improvements, purchase of furniture and equipment, and allocation of space within the facility for various library functions. Develops budgets and establishes short- and long-range library plans. Monitors funding allocations, meets expenditure targets, and justifies unfunded requirements. Performs as a liaison with user groups, establishes partnerships/networks with local, state, and regional organizations. Responsible for work force management, recruitment, and staff training. Structures assignments of employees based on priorities and deadlines, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Periodically reviews work. Provides proper guidance, direction, and continuous feedback on strengths and weaknesses; holds employees responsible for satisfactory completion of work assignments. Conducts employee performance appraisals and advocates appropriate recognition and feedback for performance and contributions.

Provides reference and research services using a broad range of current and retrospective resources, as well as a variety of resource formats; i.e., print resources, non-print resources, on-line databases, other libraries, or external subject resources. Devises appropriate search strategies and handles advanced and complex subject-matter inquiries. Develops collection management and ensures compliance. Develops a selection plan to match resource requirements and prioritizes requirements against available funds. Continuously assesses the collections and properly evaluates them against authoritative bibliographies, subject handbooks, local criteria, and usage statistics. Selects all types of print and non-print media to meet the organizational, educational, and personal needs of library

customers in a wide variety of subjects and reading levels. Performs selective removal and replacement of obsolete and worn materials from the collection, while ensuring that collections contain needed retrospective holdings.

Review the acquisition of materials from central funds for approval/disapproval. Establishes internal procurement and quality processes to ensure appropriate accountability for library acquisitions. Responsible for ensuring the most effective acquisition method is used to acquire library materials. Works with the procurement office to develop purchase agreements and statements of work for various library requirements. Resolves problems with procurement activity, finance and accounting office, or vendors beyond the expertise of the technicians. Performs original cataloging, subject analysis, and classification of a wide variety of specialized information in all formats using Dewey Decimal Classification and Library of Congress subject headings. Develops and implements name, series, and subject authority control records. Evaluates effectiveness of the library's automated services, determines requirements and conducts studies to improve systems operation. Serves as coordinator of automation and systems, including local area network, wide-area network, and Internet, within the library. Writes policy and procedure manuals for automated library operations. Manages the library marketing program to include outreach programs, publicity, cross marketing, and special events. Oversees special events, activities, and development of displays and exhibits, highlighting themes dealing with a wide range of topics. Tracks marketing program costs and evaluates program effectiveness. Develops and maintains contact with professional and service organizations to promote specialized programs and exhibits. Conducts tours and orientations for VIPs and commanders, prepares how-to instructions for library and resource use, plans and conducts subject specific instruction seminars on library resources and services.

Accurately develops, prepares, and justifies library budgets. Accurately controls expenditure of funds by consistently monitoring fund allocations and library expenditures. Accurately prepares reports and submits them to requesting authority within time frame specified. Appropriately displays managerial skills and compliance with personal directives. Accurately appraises performance within established guidelines and time frames. Properly

applies Equal Employment Opportunity principles and requirements. Accurately trains employees to successfully accomplish work tasks and comply with security, safety, and health regulations. Appropriately develops marketing plans and strategies to increase library awareness and usage. Formulates cost efficient search strategies to effectively perform comprehensive reference services and technical literature searches. Effectively plans and conducts library instruction seminars. Effectively evaluates and manages collection development. Effectively organizes (classifies) and catalogs materials to make them accessible to library users through public catalogs. Effectively directs computer automation support projects. Effectively instructs library personnel in the use of new software packages. Appropriately complies with agency and DoD/MWR Library Standards. Establishes and maintains, within established parameters, policies and procedures for all aspects of library functions. Establishes and maintains a program of continuing research and efforts toward improving and expanding library operations. Maintains currency within the library profession by attending professional meetings, conferences, workshops, and seminars. Ensures catalog records are accurate and current. Works independently and accomplishes objectives with minimal supervision.

Performs other related duties as assigned.

Minimum Qualifications:

A master's degree in library and information studies from an American Library Association accredited school and 3 years progressively responsible work experience is required. Professional knowledge of all aspects of library principles, concepts, methodology, operations, functions, and management to perform the professional and administrative duties of the position. Knowledge of the policies, procedures, systems, and interrelationships of the library, the library's databases, data sources, and the customers served. Knowledge of marketing and publicity techniques and of the interests and needs of customers and organizations served to promote library use. Knowledge of established procurement rules and regulations and internal organizational acquisition policies. Familiarity with publishers' and suppliers' methods of operation. Knowledge of on-line database searching and research techniques and capabilities of post-processing to meet user requirements.

Experience supervising the work of library employees.
Successful completion of a National Agency Check is
required. Ability to communicate orally and in writing.